

# MAIN FACS “TIPS & TECHNIQUES”

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**IMPORTANT:** This issue contains important operating information for all users of RSTARS and ADPICS. Please distribute promptly.

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## ADPICS DOCUMENT NUMBERING TABLE ESTABLISHED FOR REQUISITION (RQ)

ADPICS 5975 Document-Numbering Table has been established for Fiscal Year 2007 for Requisitions. It is now possible to create a Requisition with an effective date of October 1, 2006. The document numbers will begin with R7200000 as there are existing “R7” documents for Fiscal Year 1997.

## OPENING FISCAL YEAR 2006-2007 IN MAIN FACS

On 8/17/06 OFM entered the document numbering for procurement documents.

The ADPICS document-numbering table is driven by the effective date. **Therefore, to create a requisition for goods or services to be delivered on or after October 1, 2006, you must enter an effective date of October 1, 2006.** This will generate a 2006/2007 fiscal year number. Allotment controls on AY07 20 Appropriation Number Profiles do **not** have to be changed to allow the processing of these new year orders.

Invoices and receivers cannot be entered against FY07 orders until October 1, 2006. In addition, you will be unable to create invoices, receivers, vouchers, or direct vouchers for FY07 at this time.

Before your agency can record any FY07 transactions (FY07 ADPICS orders or RSTARS Budgetary entries), your agency must establish a 25 Agency Control Profile for FY07 in RSTARS.